

# Supervision Policy

## Hybrid Intelligence

### 1 Introduction

This document describes the principles for supervision within the HI consortium. All participating organisations have endorsed the HI Supervision Policy, stating that all PhD's and PD's will have a supervisor at their institute and a co-supervisor from another institute.

### 2 Progress monitoring

At least yearly, the Coordinator and/or vice-Coordinator will assess PhD's and PD's progress and performance, as well as alignment with the overall goals and direction of the HI project, as laid out in the Consortium Zwaartekracht proposal and in the research project proposal for the individual PhD or PD. Each year the PhD or PD will be asked to complete the reporting template and present their research results at the consortium meeting. If there is any concern about performance and/or supervision of an HI PhD or PD, this will be reported to the EB, followed by a meeting of the Coordinator and/or vice-Coordinator with the supervisors, and possible notification of the affiliated institution so that established local procedures can be followed.

#### 2.1 Career development plan

Structured trainings program for PhD's and PD's.

Each PhD student will submit a Career development plan in the first months of their appointment, a practice already in place in all of the participating universities. The HI Centre will comply with the formal requirements on PhD education of the home University of each PhD student. The Career development plan must be made available to the HI Centre Training and education director, to enable the education director to best tailor the offered courses to needs of the HI consortium. PhD students will have access to the course portfolio of the national research schools SIKS (Netherlands Research School for Information and Knowledge Systems, [www.siks.nl](http://www.siks.nl)) and Kurt Lewin (social psychology, [www.kurtlewininstituut.nl](http://www.kurtlewininstituut.nl)) All of the universities participating in the HI Centre are members of the SIKS school, and five of the six have access to the Kurth Lewin Institute portfolio. All courses of both national research schools are available to HI Centre PhD students. Beyond the broad range of courses these schools offer, **specialized courses in HI topics** will be organized by the HI training director and taught by senior HI Centre researchers, with a target of 4 such courses each year. To ensure impact beyond the HI Centre, these courses will be co-hosted with the national research schools and will be open to other members of these research schools. Each of the participating Universities has a mature offering of **courses on general skills** such as scientific writing, presentation skills, grant writing, career development, etc. HI Centre PhD students are expected to benefit from these courses at their home University. Each PhD student has a **personal travel and training budget** available for participation in international conferences, summer schools, doctoral symposia, research materials,

experimentation fees and computer time. (see the section on Budget in the Project manual for details). Spending this budget is under the responsibility of the supervisors of the PhD student.

## **2.2 Research Integrity**

The HI center will follow the Netherlands Code of Conduct for Research Integrity in dealing with scientific misconduct. All institutions have procedures for reporting, investigating and dealing with misconduct and fraud. The consortium will adhere to affiliated university rules in the event of an allegation of misconduct or fraud, particularly as to fairness and thoroughness of investigation and confidentiality. If a complaint is made against an HI team member, for any form of fabrication, falsification or plagiarism in proposing, performing, or reviewing research, the Director (or the vice-Director if alleged misconduct by the Director), will report it to the EB (except for the alleged) and notify the affiliated institution so that established local procedures can be followed. The Director, or the vice-Director, will work closely with the affiliated university in investigating the allegation. If the allegation is reliably founded, the Director, or the vice-Director, will be guided by the affiliated university in taking all necessary corrective actions.